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| 3 RECEIVING AND HANDLING PHYSICAL EVIDENCE | Page 1 of 5 |
| TRAINING MANUAL: CASE APPROACH AND IDENTIFICATION OF BIOLOGICAL SUBSTANCES | Amendment Designator: |
| | Effective Date: 14-March-2006 |
| <p>3 RECEIVING AND HANDLING PHYSICAL EVIDENCE</p> <p>3.1 GOALS</p> <p>3.1.1 To obtain a working knowledge of factors influencing the deterioration of evidence as these relate to proper vs. improper packaging, handling, and storage.</p> <p>3.1.2 To develop a thorough understanding of evidence handling procedures, including preservation of chain of custody, use of the laboratory information management system (F.A.C.E.), and intra/interlaboratory transfer of evidence.</p> <p>3.1.3 To develop a knowledge of court procedures involving identification and introduction of evidence.</p> <p>3.1.4 To develop a thorough understanding of the necessity for:</p> <p>3.1.4.1 Detailed, comprehensive notes.</p> <p>3.1.4.2 Adequate labeling of evidentiary material.</p> <p>3.1.4.3 Drawings/photographs.</p> <p>3.2 TASKS</p> <p>3.2.1 Receive, transfer, and return evidence.</p> <p>3.2.2 Assist in preservation and storage of evidence.</p> <p>3.2.3 Observe and obtain instruction from qualified examiners performing routine examinations on case material.</p> <p>3.2.4 Practical applications: examine, describe, and take notes on case material. THIS MUST BE DONE UNDER THE DIRECT SUPERVISION OF A QUALIFIED EXAMINER. It should be noted that this task will continue throughout the training period.</p> <p>3.3 TRAINING EVALUATION</p> <p>3.3.1 Knowledge</p> <p>3.3.1.1 Evaluation of case notes by training coordinator or designee.</p> <p>3.3.1.2 Review of notes in training notebook by training coordinator.</p> <p>3.3.1.3 Mini-mock trials/oral and practical examinations.</p> <p>3.3.1.4 Completion of trainee checklist by training coordinator.</p> <p>3.3.2 Skills</p> | |

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| <div data-bbox="354 260 1477 604"> <p>3.3.2.1 The trainee should handle a sufficient number of cases to develop and exhibit an unquestionably sound technique for handling physical evidence with a wide variety of evidentiary materials. This will be monitored by continual observation by the training coordinator or designee.</p> <p>3.3.2.2 Review of notes in training notebook by training coordinator.</p> <p>3.3.2.3 Mini-mock trails/oral and practical examinations.</p> <p>3.3.2.4 Completion of designated trainee checklist by training coordinator.</p> </div> | |

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| <p style="text-align: center;">RECEIVING AND HANDLING PHYSICAL EVIDENCE STUDY QUESTIONS</p> <ol style="list-style-type: none"> 1. What is a container? 2. What is F.A.C.E.? 3. What is a lock box? 4. How is evidence transferred from one laboratory to another? 5. What is the pathway that an item of evidence goes through from the time it enters DFS to the time it is returned to the agency? 6. Describe the duties of the “primary examiner”. How is the “primary examiner” determined? 7. What is chain of custody? 8. How is chain of custody maintained in your laboratory? 9. How is evidence stored in your laboratory? 10. How is evidence stored in your personal custody when you are not examining it? 11. Who has access to the various storage areas including your personal evidence locker? 12. What is a proper seal? 13. What is a temporary seal and when can it be used? 14. You receive a known blood sample in a lavender top blood tube. How do you preserve this sample to ensure that no degradation occurs? 15. You receive a call from an investigator saying he’s arrested the suspect in the case he submitted two weeks ago, but isn’t sure what to do. What do you tell him? 16. What key pieces of information should be included on every page of your notes? 17. Introducing Physical Evidence In Court (taken from <u>Trial Technique Predicate Questions, Second Edition</u>, National District Attorneys Association, Alexandria, Virginia): <ol style="list-style-type: none"> a. Do you recognize this item of evidence? b. How do you recognize it? c. What is it? d. How did it first come into your possession? e. Where did you obtain it? f. When did you obtain it? g. Is this item in substantially the same condition now as when you first saw it? h. What did you do with it? | |

**TRAINING MANUAL: CASE APPROACH AND
IDENTIFICATION OF BIOLOGICAL SUBSTANCES**

Amendment Designator:

Effective Date: 14-March-2006

CHECKLIST FOR RECEIVING AND HANDLING PHYSICAL EVIDENCE

Name of Trainee: _____

1. Trainee has assisted in receiving, transferring, and returning evidence, including the use of F.A.C.E.

Date: _____ Examiner: _____ Type of Case: _____

Comments: _____

2. Trainee has assisted in preserving and storing a wide variety of evidentiary materials.

Date: _____ Examiner: _____ Type of Case: _____

Comments: _____

3. The trainee has examined, described, taken notes and conducted testing on a wide variety of different types of case material (to be completed by instructing examiner). Be specific with regard to the testing conducted and the types of case material tested. Attach additional pages as needed.

Date: _____ Examiner: _____ Type of Case: _____

Comments: _____

Date: _____ Examiner: _____ Type of Case: _____

Comments: _____

Date: _____ Examiner: _____ Type of Case: _____

Comments: _____

Date: _____ Examiner: _____ Type of Case: _____

Comments: _____

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Date:_____ Examiner:_____ Type of Case:_____

Comments:_____

Date:_____ Examiner:_____ Type of Case:_____

Comments:_____

Date:_____ Examiner:_____ Type of Case:_____

Comments:_____

4. Notebook is organized and complete.

Date:_____ Training Coordinator:_____

Comments:_____

5. Trainee has participated in a mock trial and/or practical or oral examinations. Performance was satisfactory.

Date:_____ Training Coordinator:_____

Comments:_____

6. Trainee has read and understands all applicable literature.

Date:_____ Training Coordinator:_____

Comments:_____

7. Trainee has developed and exhibited an unquestionably sound technique for handling a wide variety of physical evidence.

Date:_____ Training Coordinator:_____

Comments:_____

◆END